

**BURSTWICK PARISH COUNCIL**

**Village Hall Management Committee Meeting  
Meeting held via Zoom Video Conference  
Wednesday 28<sup>th</sup> October 2020**

Present: Cllr. D James (Vice Chairman) DJ  
 Cllr. M Cripsey MC  
 Rose Angell RA  
 Lynne Hubbert LH  
 Tracey Netherton TN  
 Richard Netherton RN

Andy James - Village Hall Clerk VHC

Public: None

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>2020/10/01</b>	<b>To note apologies for absence</b>	
	Cllr. S Gould Sally Wallis Willem Brugge Kath Hairsine Rose Blackburn – Clerk to PC	
<b>2020/10/02</b>	<b>Members to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> All present – village hall	
<b>2020/10/03</b>	<b>To confirm the minutes of the meeting held on 12<sup>th</sup> August 2020</b>	
	All agreed minutes are a correct record.  Proposed: RA Seconded: RN Outcome: All agreed	
<b>2020/10/04</b>	<b>Clerk and Committee member updates</b>	
	<u>Village Hall Clerk Update</u> <ul style="list-style-type: none"> <li>▪ VHC has registered Burstwick Village Hall with Amazon Smile. As a registered charity we will receive 0.5% of our supporters' eligible purchases in donations at no cost. If anyone purchases via Amazon please visit <a href="https://smile.amazon.co.uk">smile.amazon.co.uk</a> to register and select Burstwick Village Hall. Our registered charity number is 503800.</li> <li>▪ VHC has met with the nominated responsible person for the Burstwick Bowls, BMA (Martial Arts) and Yoga. VHC discussed social distancing, one way system etc.</li> <li>▪ VHC confirmed Spitfire Services Hull Ltd have carried out PAT testing and servicing of fire extinguishers. They also renewed the fire blanket, lowered a number of brackets and reduced overall number of extinguishers by one.</li> </ul>	

- VHC has emailed Universal Fire Protection advising services no longer required.
- VHC has contacted the Church Buying Group to open an account so we can purchase the additional chair trolley. Of late users of the hall have not correctly stacked and secured the chairs.
- VHC has chased the drainpipe company regarding repair to guttering. They aim to visit within the next couple of weeks.
- VHC has chased Hart Plumbing regarding the leaking radiator pipe in the store room and is in the process of agreeing a date.
- Contact-free sanitiser dispensers have been installed in the village hall. Thanks to Cllr. James for arranging. VHC clerks the contents each week and will replace batteries when required.
- VHC thanked Burstwick WI for their £50 donation.
- VHC will be on annual leave 30<sup>th</sup> November until 4<sup>th</sup> December and 16<sup>th</sup> December until 31<sup>st</sup> December.

The village hall clerks annual appraisal was held with the parish clerk Rose Blackburn and Cllr. Brown on Monday 19th October.

VHC spoke about the challenges Covid has created for the village hall this year.

Of the four objectives set last year, the village hall clerk achieved one and partly achieved two others – which will be rolled over to this year. The last objective resolved itself with the village hall cleaner remaining a contractor due to taking on other contract cleaning work this year.

Objectives agreed for this year:

1. To set an annual budget for the hall – to have estimated running costs and estimate income from 1st April 2021 (rolled over from last year)
2. To update action plan for the hall – looking at revised short, medium and longer term actions, factoring in the disruption caused by Covid
3. To make a start on the toilet renewal project – getting contractors in to look at ideas and provide quotes – potentially for work to start Summer 2021
4. Long term objective - Lease runs out on 31/03/2027, from 2024 to contact Diocese to make initial inquiries if the lease will be renewed – in partnership with parish council.

**Committee members:**

- TN shared details of Burstwick All Saints remembrance service.
- DJ reported total the amount raised for the postponed Race Night was £423. This consisted of donations and sponsorship, with cheques already banked. As agreed funds split 50/50 with Burstwick All Saints. The Race Night will be arranged at a later date.
- DJ further reported excluding provider fees, sponsored walk raised £461.25. Funds will be split 50/50 between Village Hall and Burstwick All Saints.

2020/10/05	<b>To agree 2021 dates for village hall meetings</b>			
	<p>VHC proposed the following dates for 2021 meetings via Zoom.</p> <p>Wednesday 27<sup>th</sup> January  Wednesday 24<sup>th</sup> March  Wednesday 19<sup>th</sup> May  Wednesday 28<sup>th</sup> July  Wednesday 22<sup>nd</sup> September  Wednesday 17<sup>th</sup> November</p> <p>Discussion:</p> <p>There were no questions. Committee agreed to proposed dates.</p> <p>Proposed: TN  Seconded: RA  Outcome: All agreed</p>			
2020/10/06	<b>Update on repairs / maintenance / Health &amp; Safety</b>			
	No updates at present.			
2020/10/07	<b>To receive financial update on YTD income and expenditure</b>			
	<p>VHC circulated documents via email.</p> <p>Discussion:</p> <p>There were no questions.</p> <p>Proposed: RN  Seconded: LH  Outcome: All agreed</p>			
2020/10/08	<b>Agree schedule of payments and receipts</b>			
	<p><b>Payments</b></p> <p><u>August</u></p> <p>County Wide Pest Control                      83.70</p> <p><u>September</u></p> <p>Business Stream, Yorkshire Water            108.70  Opus Energy (electricity)                      26.52  Lenka Culmanova                                  52.32</p> <p><u>October</u></p> <p>Lenka Culmanova                                  87.20  Andy James (clerk expenses)                  250.50  Spitfire Services (Hull) Ltd                    113.94  Andy James (clerk expenses)                  15.30</p> <p><b>Total Payments</b>                                  <b>738.18</b></p>		<p>COVID items and field signage</p> <p>Batteries for dispensers</p>	

	<p><b>Receipts</b></p> <p><u>September</u></p> <p>HSBC Interest 0.02</p> <p>Burstwick WI 28.00</p> <p>Burstwick Bowls 272.00</p> <p><u>October</u></p> <p>HSBC Interest 0.02</p> <p>Burstwick WI (donation) 50.00</p> <p>Sponsored Walk 63.85</p> <p><b>Total Receipts 413.89</b></p> <p>Discussion:</p> <p>There were no questions.</p> <p>Proposed: RA</p> <p>Seconded: RN</p> <p>Outcome: All agreed</p> <p>HSBC funds as per latest statements dated 1<sup>st</sup> October 2020.</p> <p>Current account: £18,026.89</p> <p>Deposit account: £2,072.72</p> <p>Total: £20,099.61</p>		
<b>2020/10/09</b>	<b>Items for next meeting</b>		
	None noted.		
	<b>Date of next meeting: Wednesday 27<sup>th</sup> January 2021 via Zoom</b>		
	<b>Meeting closed at: 20:03</b>		